



***Becoming a Government Purchase Card (GPC)
Billing Official
Alternate Billing Official***



Required Steps to Becoming a Billing (& Alternate) Billing Official

STEP 1

Access applications, DD Form 577, and training info:

<http://www.acc.army.mil/contractingcenters/acc-ri/>

STEP 2

1. Fill out application.
2. Incomplete applications cannot be processed.
3. Complete **blocks 1-5 (ONLY)** of DD Form 577

STEP 3

1. Submit Application and DD Form 577 to:
usarmy.ria.acc.mbx.gc-applications@mail.mil

STEP 4

1. Complete required training as shown in Charts #3 and #4
2. Submit training in BULK to:

usarmy.ria.acc.mbx.gc-applications@mail.mil

NOTE: ACC-RI cannot activate you as a BO/ABO until ALL training certificates are provided, and the Application and DD Form 577 are submitted correctly.

STEP 6

1. ACC-RI verifies required documents are correct.
2. ACC-RI prepares Delegation Letter

STEP 7

1. ACC-RI signs Delegation Letter and DD Form 577
2. ACC-RI sends to Appointee for signature/acknowledgment

STEP 8

1. Billing/Alternate Official returns signed/acknowledged Delegation Letter
2. BO/ABO must sign Sign DD Form 577 in **Blocks 16a and 16b**

STEP 9

1. Billing Officials and Billing Official Supervisors must redeem PCOLS token.
2. Once ALL tokens are redeemed, ACC-RI builds customer in PCOLS.

STEP 10

1. A/OPC provides AXOL access to Billing/Alternate Official

STEP 11

ACC-RI will conduct a 4-month review of all new BO Managing Accounts IAW AFARS Appendix EE

TRAINING DOCUMENTS PROCESS FASTER WHEN DOCUMENTS ARE SUBMITTED CORRECTLY AND IN BULK!



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Step #4 Required Training

TITLE	COURSE NUMBER	LOCATION	FREQUEN CY	NOTES
Ethics	HBS 415 OR CLM 003	https://learn.dau.mil	Annually	Take either course 1x annually; Ethics is due 28 Feb every year
Gov't Purchase Card (GPC)	CLG 001	https://learn.dau.mil	1 x	
GPC Refresher	CLG 004	https://learn.dau.mil	Every 2 years	Refresher Training is due 28 Feb every other year
Purchase Card Online System (PCOLS)	CLG 005	https://learn.dau.mil	1 x	
Certifying Officer's Training for Purchase Card	CLG 006	https://dap.dau.mil/career/cont/blogs/archive/2015/05/12/new-certifying-officers-training	1 x	New DOD requirement
ACC-RI GPC Quiz	N/A	http://www.acc.army.mil/contractingcenters/acc_ri/	1 x	7 out of 9 questions must be answered correctly to pass

Mandatory Training List Continues on the Next Page



Step #4 Required Training (continued)

TITLE	AXOL CATEGORY	MODULE NAME	FREQUENCY	NOTES
US Bank Access Online (AXOL) 11 AXOL modules required. See below.	N/A	https://wbt.access.usbank.com	1 x	1. Password required. Email usarmy.ria.acc.mbx.gpc-applications@mail.mil for password to AXOL training. 2. You cannot obtain access or register for module training until you receive the password.
Modules 1-5	Get Started Using Access Online	<ul style="list-style-type: none">Account ProfilesMy Personal InformationNavigation BasicsOnline RegistrationStatements	1 x	Certificates of Completion required. (See Help Guide on ACC-RI GPC Webpage)
Module 6	Configure the System	<ul style="list-style-type: none">Order Management Setup	1 x	Certificates of Completion required. (See Help Guide on ACC-RI GPC Webpage)
Module 7	Manage Accounts and Users	<ul style="list-style-type: none">Account Approval Process	1 x	Certificate of Completion required. (See Help Guide on ACC-RI GPC Webpage)
Module 8	Work With Transactions	<ul style="list-style-type: none">Transaction Management	1 x	Certificate of Completion required. See Help Guide on ACC-RI GPC Webpage)
Module 9	Work With Orders	<ul style="list-style-type: none">Order Management	1 x	Certificate of Completion required. (See Help Guide on ACC-RI GPC Webpage)
Module 10-11	Create and Run Reports and Statements	<ul style="list-style-type: none">Standard ReportsCustom Reports	1 x	Certificate of Completion required. (See Help Guide on ACC-RI GPC Webpage)

TIP: It is encouraged that you do complete one AXOL module individually, then take the module



AXOL Registration and Certification Help Guides

- ACC-RI GPC Webpage:
http://www.acc.army.mil/contractingcenters/acc_ri/.
- Mandatory GPC Training is lengthy.
 - Do not become discouraged; once initial training is complete, there are only refresher courses--
 - Ethics (HBS 415 or CLM 003) – Annual requirement
 - GPC Refresher (CLG 004) – Biennial requirement



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What Else Do I Need to Know?

- Follow Steps #1-10 on Chart #2 in order.
- Accuracy counts! Accurate document submissions speed up the processing process.
- Training is lengthy; plan accordingly.
- ACC-RI cannot provision you as a Billing Official or Alternate Billing Official without proof of required training, a valid DD Form 577, and a signed Delegation Letter.
- There MUST be an Alternate Billing Official in place at all times to fill in when the Billing Official is unable to fulfill their duties.
- Sign your Delegation Letter right away and return to usarmy.ria.acc.mbx.gpc-applications@mail.mil.
- Update your work Global Address List (GAL) at: <https://www.dmdc.sod.mil/milconnect>.
- Keep copies of all of your documents; they are required for GPC reviews.
- Send questions to usarmy.ria.acc.mbx.gpc-applications@mail.mil.
- Refresher training (CLG 004 and Ethics, CLM 003 or HBS 415) is due on February 28.
- As soon as you are provisioned in the Systems, your role as a BO begins!
- Refer to the guides at http://www.acc.army.mil/contractingcenters/acc_ri/ for instructions how to review and certify CH accounts.